

**DIVISION of Facilities Management
and Property Services**

Ashlie Lancaster, Director
1200 Senate Street, Sixth Floor
Columbia, SC 29201
803.737-3880
803.737.0592 Fax

June 18, 2021

Dear Property Owner or Agent:

The State of South Carolina is seeking office space in Lexington or Richland County. Attached is a summary of specifications and lease criteria. You are invited to submit a proposal to lease property to the State which may meet the criteria.

All proposals must be received by the Department of Administration, Real Property Services on or before **4:00 PM, July 30, 2021**.

The agency and Real Property Services will determine which proposals best suit the agency's needs. After the deadline, we will review all proposals submitted. Should your proposal be of interest, you will be contacted to schedule a meeting and view the property.

All inquiries regarding this lease solicitation should be directed to Real Property Services via e-mail at rps@admin.sc.gov.

To be eligible to submit a proposal, a property owner or agent must have submitted to Real Property Services a receipt and acknowledgment of S.C. Code of Laws, 1976, as amended, §§1-11-55, 1-11-56, and 1-11-65 and S.C. Code of Regulations, §19-447.1000. If you have not done so and wish to respond with a proposal, you may download the applicable form from our website at: https://admin.sc.gov/real_property/forms.

Sincerely,

Real Property Services



**REQUEST FOR LEASE PROPOSAL FOR THE SOUTH CAROLINA
DEPARTMENT OF REVENUE**

OFFICE SPACE IN LEXINGTON OR RICHLAND COUNTY

No lease agreement with the State is final without the approval of designated authorities as governed by South Carolina law. Real Property Services reserves the right to negotiate lease terms with submitting parties until such final approval is granted. State law prohibits any party participating in this solicitation process from making direct contact with the agency seeking space until a final lease has been approved. All correspondence should be directed to Real Property Services. Prior to lease negotiation, Landlord must provide a list of all partners or members where Landlord is an LLC or partnership (to include all tiers so that individuals are named). Leases that must be approved by the State Fiscal Accountability Authority also require Private Participant Disclosure forms to be completed by the Lessor (copies available upon request).

Properties selected for site visits will be chosen based on a cost analysis of the submitted proposals, the responsiveness of the proposals to the stated requirements, and the space efficiency of proposed floor plans submitted; therefore, best proposals should be submitted initially.

LEASE CRITERIA – SOUTH CAROLINA DEPARTMENT OF REVENUE

- Location: LEXINGTON OR RICHLAND COUNTY, SOUTH CAROLINA. Must be located within 2 miles of a major interstate
- Expected occupancy date: **January 1, 2023**
- Total space needed is approximately **137,400 – 159,350** rentable square feet +/- depending on circulation and common area factor. Please include both rentable and usable square feet in proposal and include the common area factor (%). Prefer single story building with two main entrances.
- Ideal set up should include, but is not limited to:
 - **Standard Support Areas:**
 - 11 cubicles (10'x12') of approximately 120 square feet each (Tenant is responsible for the installation of cubicles and Landlord is responsible for connecting all cubicles with electricity)
 - 100 cubicles (8'x12') of approximately 96 square feet each (Tenant is responsible for the installation of cubicles and Landlord is responsible for connecting all cubicles with electricity)
 - 206 cubicles (8'x8') of approximately 64 square feet each (Tenant is responsible for the installation of cubicles and Landlord is responsible for connecting all cubicles with electricity)
 - 662 cubicles (6'x8') of approximately 48 square feet each (Tenant is responsible for the installation of cubicles and Landlord is responsible for connecting all cubicles with electricity)



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- 5 cubicles (6'x6') of approximately 36 square feet each (Tenant is responsible for the installation of cubicles and Landlord is responsible for connecting all cubicles with electricity)
- 1 small suite reception lobby with seating for 2 people of approximately 50 square feet
- 7 break rooms with each to include seating for 10, sink, two water lines, garbage disposals, water cooler, counter tops with a minimum of 6 outlets for refrigerator, coffee pot, microwave, water cooler, etc. to be provided by Landlord) of approximately 200 square feet each
- 4 copy/print/supply rooms for dedicated floor mounted printer and storage of approximately 120 square feet each
- 6 copy/print/supply/mail rooms of approximately 200 square feet each
- 9 Local Area Network (LAN) rooms with wall mounted racks of approximately 200 square feet each (rooms need to be secured with a door that can be locked with a key, must have mini split HVAC to ensure that each room stays 64 degrees Fahrenheit even if rest of building is adjusted and must remain a constant temperature 24/7). Drop ceiling or raised floor required for cable/wire runs. Network closets shall support no more than 100 devices per closet with maximum cable run of 300 feet to any device (workstations, printers, projectors, wi-fi access points, etc.)
- 2 small storage rooms of approximately 120 square feet each
- 3 medium storage rooms of approximately 180 square feet each
- 8 large storage rooms of approximately 250 square feet each
- 4 board rooms with seating for 20 people of approximately 600 square feet each (Board rooms will have dimmer switch for lights provided by Landlord)
- 16 large conference rooms with seating for 12 people of approximately 350 square feet each (conference rooms will have dimmer switch for lights provided by Landlord)
- 21 medium conference rooms with seating for 8 people of approximately 250 square feet each (conference rooms will have dimmer switch for lights provided by Landlord)
- 3 small conference rooms with seating for 4 people of approximately 120 square feet each (conference rooms will have dimmer switch for lights provided by Landlord)
- 3 focus/privacy rooms with seating for 2 people of approximately 50 square feet each
- Open area for file cabinets of of approximately 3,500 square feet
- **Special Support Areas:**
 - 1 main reception area of approximately 2,000 square feet. This space accommodates protective service personnel desk stations, weapons detection system, check-in kiosk, taxpayer filing kiosk and employee egress and ingress each day, in addition to the visiting guests and taxpayers.
 - 16 service counters of approximately 50 square feet each (standard height and handicap height dimensions shown in Exhibit B) will be located with main reception area
 - 1 waiting area to seat 25 people of approximately 375 square feet



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- 3 interview rooms with seating for 4 people of approximately 150 square feet each adjacent to main reception area
- 1 public use computer carrel of approximately 30 square feet
- 1 public unisex restroom of approximately 64 square feet
- 1 collaborative workspace of approximately 7,900 square feet
- 1 mail room of approximately 1,100 square feet
- 1 production printer room of approximately 2,250 square feet. Room will have VCT floor for printing operations room because of heavy palletized paper and envelope transport and storage. Security Command Center will also be required to have a mini split unit
- 1 loading dock of approximately 1,250 square feet with a bay door to receive large equipment and bulk
- 1 canteen of approximately 1,200 square feet. Canteen area must have a garbage disposal, two water lines to accommodate a refrigerator or ice maker and an inline water cooler, a minimum of 5 outlets for the appliances (refrigerator, coffee pot, microwave, water cooler, etc.
- 3 custodial closets of approximately 210 square feet each
- 10 electrical closets/server rooms of approximately 250 square feet each. Each server room needs to be secured with a door that can be locked with a key, must have independent mini split HVAC to ensure the room stays 64 degrees Fahrenheit even if rest of building is adjusted and must remain a constant temperature 24/7. All server rooms must be wired to a main UPS (tenant will provide UPS).
- Areas for 20 shred bins of approximately 9 square feet each
- Areas for 2 cardboard recycling bins of approximately 16 square feet each
- 11 employee restrooms of approximately 375 square feet each
- 2 employee shower rooms of approximately 40 square feet each
- 1 security command center on a raised floor of approximately 250 square feet dimensions can be seen on Exhibit "D"
- Space for weapons detection system at both public and employee entrances
- Space must be ADA compliant. Landlord is responsible for all costs associated with ADA compliance.
- If co-located with other tenants, floor to deck demising walls are required.
- Tenant desires to be located near multiple eating establishments.
- All interior rooms that have a door will have a window or "light kit" installed to door (excluded are IT LAN room, lactation room and CID room).
- All rooms will be equipped with a timer system and/or occupancy sensors to conserve energy and provided by Landlord.
- All thermostats throughout the demised premises will be exactly the same programmable thermostats that the lock codes can be changed and controlled by tenant.
- Landlord will mount tenant's procured projectors in conference rooms and provide electrical connections.



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- The tenant requires the demised premises to be equipped with a public safety/first responder wireless communication system for the use by and compatible with devices used by public first responders (e.g. fire department) and by Department of Revenue's Public Safety Officers. The system must be highly reliable and have strong signal performance that meets public first responder requirements. Landlord must provide fire detection and monitoring services.
- The tenant will contract for internal networking, internet and voice services. The facility must be capable of supporting internet and phone services as follows. Internet: State MPLS connection no less than 100MB plus a redundant 1G circuit provided by a commercial provider (e.g. currently Segra). Phone: Minimum 4G Verizon mobile coverage throughout the building (tenant's business mobile service is Verizon).
- Landlord will allow the tenant to have vendors outside of the lease agreement install the security systems, a badge system, camera system as well as the cubicles. The tenant requires lease agreement to include electrical hook up to the cubicles to be provided by landlord. Tenant will have vendors outside lease agreement run all IT wiring within the space. Tenant will pay for the following IT services outside the lease agreement because physical and cyber security requirements for tenant are complex; several security-related systems; wireless projectors in conference rooms; computer room equipment, mass notification audio, emergency notification lights/alarms, paging, white noise, Wi-Fi equipment, video conference equipment, miscellaneous IT equipment, camera system, badge system, video system (internal/external), plus others.
- 737 free parking spaces are desired with a minimum of 37 reserved spaces and 35 handicapped spaces. State availability of reserved parking spaces. Prefer single level parking adjacent to the building.
- Entire parking lot must be paved, lighted and ADA compliant.
- Signage required to include monument sign by road/entrance to match building sign, wayfinding signs indicating where visitor parking, mail center, employee parking and loading docks are, handicap parking spaces, reserved parking spaces, logo/hours decal on lobby doors and mail center door. Designs must meet brand standard and approved by tenant.
- Term: Please provide proposed rates for 3, 5, 7 and 10-year terms.
- Proposals that require reimbursement of tenant improvement costs upon an early termination are not preferred and may be eliminated from consideration.
- Proposals should be for a GROSS lease to include all operating expenses, including utilities, janitorial services and supplies, grounds maintenance, repairs, taxes, insurance, general building maintenance, building equipment maintenance, electrical systems maintenance, HVAC maintenance, plumbing maintenance and any other service necessary to maintain and operate all building and site improvements. Janitorial services shall be performed using SC Department of Health and Environmental Control guidelines and approved US Environmental Protection Agency registered antimicrobial products for the protection of tenant and visitors (to the extent possible) against the virus referred to as COVID-19.
- Proposals that require the pass-through of any increases in operating expenses above the amount included in the rent rate are not preferred and may be eliminated from consideration.



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MINIMUM STATE REQUIREMENTS

- **Standard State lease must be used – a copy is available on our website at: https://admin.sc.gov/real_property/forms or can be provided upon request.**
- Property must be barrier free, hazard free and smoke free.
- Property must meet zoning requirements for proposed use.
- Economical and efficient space utilization.

PROPOSAL DUE DATE AND REMITTANCE INSTRUCTIONS:

- Proposals must be received by the Real Property Services by **4:00 PM, Jul 30, 2021.**
- All proposals must be in writing and may be submitted by e-mail. (It is agent's responsibility to ensure receipt).
- Proposals should specify floor usable and rentable square feet (if applicable) and must be calculated according to the ANSI/BOMA-Z65.1-1996 standard.
- Please attach a proposed floor plan.

CONTACT INFORMATION

All information and questions should be directed to Real Property Services – no direct contact can be made with the South Carolina Department of Revenue. Direct contact can be cause for automatic disqualification.

RETURN PROPOSALS AND DIRECT ALL QUESTIONS TO:

DEPARTMENT OF ADMINISTRATION
REAL PROPERTY SERVICES
1200 Senate Street, 6th Floor, Columbia, SC 29201
PHONE: 803-737-0644 or 803-737-1617
EMAIL: rps@admin.sc.gov
FAX: 803-737-0051



EXHIBIT "A"

Requirements by Divisions

ADMINISTRATIVE SERVICES			SF		QTY	TOTAL SF
ELO	10'x12' cubicle	Deputy Director	120	x	1	120
EO	8'x12' cubicle	Manager	96	x	17	1,632
SO	8'x8' cubicle	Supervisor or Employee with work need	64	x	58	3,712
WS	6'x8' cubicle	Employee	48	x	13	624
Large Break Room		Seating for 8-10 People	200	x	7	1,400
Copy / Print / Supply		Room for dedicated floor mounted printer and storage	120	x	4	480
Large Storage Room		open room	250	x	4	1,000
Board Room		18-20 Person	600	x	3	1,800
Large Conference Room		10-12 Person	350	x	2	700
Medium Conference Room		6-8 Person	250	x	3	750
Focus / Privacy Room		1 per 1-30 employees	50	x	3	150
Open area file cabinets			9	x	64	576
COMMUNICATIONS			SF		QTY	TOTAL SF
ELO	10'x12' cubicle	Deputy Director	120	x	1	120
EO	8'x12' cubicle	Manager	96	x	2	192
SO	8'x8' cubicle	Supervisor or Employee with work need	64	x	3	192
WS	6'x8' cubicle	Employee	48	x	16	768
Medium Conference Room		6-8 Person	250	x	1	250
Open area file cabinets			9	x	2	18





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EXECUTIVE			SF		QTY	TOTAL SF
ELO	10'x12' cubicle	Deputy Director	120	x	1	120
EO	8'x12' cubicle	Manager	96	x	2	192
Small Suite Reception Lobby		Seating for 2 People	50	x	1	50
Board Room		18-20 Person	600	x	1	600
Medium Conference Room		6-8 Person	250	x	1	250
Open area file cabinets			9	x	10	90
FIELD OPERATIONS			SF		QTY	TOTAL SF
ELO	10'x12' cubicle	Deputy Director	120	x	1	120
EO	8'x12' cubicle	Manager	96	x	8	768
SO	8'x8' cubicle	Supervisor or Employee with work need	64	x	18	1,152
WS	6'x8' cubicle	Employee	48	x	147	7,056
SW	6'x6' cubicle	Call center employee	36	x	5	180
Small Storage Room		open room	120	x	1	120
Medium Storage Room		open room	180	x	2	360
Large Conference Room		10-12 Person	350	x	1	350
Medium Conference Room		6-8 Person	250	x	5	1,250
Open area file cabinets			9	x	34	306
GOVERNMENT SERVICES			SF		QTY	TOTAL SF
ELO	10'x12' cubicle	Deputy Director	120	x	1	120
EO	8'x12' cubicle	Manager	96	x	3	288
SO	8'x8' cubicle	Supervisor or Employee with work need	64	x	10	640
WS	6'x8' cubicle	Employee	48	x	78	3,744
Large Storage Room		open room	250	x	2	500
Medium Conference Room		6-8 Person	250	x	1	250
Open area file cabinets			9	x	70	630

South Carolina Department of Administration
1200 Senate Street, Suite 460 Columbia, SC 29201
Post Office Box 2825, Columbia, SC 29211

Ph: 803.734.8120
www.admin.sc.gov



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INTERNAL AUDIT			SF		QTY	TOTAL SF
ELO	10'x12' cubicle	Deputy Director	120	x	1	120
WS	6'x8' cubicle	Employee	48	x	8	384
Medium Conference Room		6-8 Person	250	x	1	250
Open area file cabinets			9	x	8	72
LITIGATION AND APPEALS			SF		QTY	TOTAL SF
ELO	10'x12' cubicle	Deputy Director	120	x	1	120
EO	8'x12' cubicle	Manager	96	x	15	1,440
SO	8'x8' cubicle	Supervisor or Employee with work need	64	x	17	1,088
Large Conference Room		10-12 Person	350	x	1	350
Medium Conference Room		6-8 Person	250	x	2	500
Open area file cabinets			9	x	43	387
GENERAL COUNSEL			SF		QTY	TOTAL SF
ELO	10'x12' cubicle	Deputy Director	120	x	1	120
EO	8'x12' cubicle	Manager	96	x	3	288
SO	8'x8' cubicle	Supervisor or Employee with work need	64	x	1	64
Large Conference Room		10-12 Person	350	x	1	350
Open area file cabinets			9	x	8	72
POLICY			SF		QTY	TOTAL SF
ELO	10'x12' cubicle	Deputy Director	120	x	1	120
EO	8'x12' cubicle	Manager	96	x	17	1,632
WS	6'x8' cubicle	Employee	48	x	5	240
Medium Conference Room		6-8 Person	250	x	1	250
Open area file cabinets			9	x	15	135





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TECHNOLOGY SERVICES			SF		QTY	TOTAL SF
ELO	10'x12' cubicle	Deputy Director	120	x	1	120
EO	8'x12' cubicle	Manager	96	x	15	1,440
SO	8'x8' cubicle	Supervisor or Employee with work need	64	x	64	4,096
WS	6'x8' cubicle	Employee	48	x	32	1,536
LAN Room		Floor mounted racks	200	x	9	1,800
Large Storage Room		open room	250	x	2	500
Large Conference Room		10-12 Person	350	x	2	700
Medium Conference Room		6-8 Person	250	x	3	750
Open area file cabinets			9	x	49	441
TAXPAYER BUSINESS SERVICES			SF		QTY	TOTAL SF
ELO	10'x12' cubicle	Deputy Director	120	x	1	120
EO	8'x12' cubicle	Manager	96	x	18	1,728
SO	8'x8' cubicle	Supervisor or Employee with work need	64	x	35	2,240
WS	6'x8' cubicle	Employee	48	x	363	17,424
Copy / Print / Mail / Supply		Room for dedicated floor mounted printer, storage and mail slots	200	x	6	1,200
Small Storage Room		open room	120	x	1	120
Medium Storage Room		open room	180	x	1	180
Large Conference Room		10-12 Person	350	x	9	3,150
Medium Conference Room		6-8 Person	250	x	3	750
Open area file cabinets			9	x	84	756

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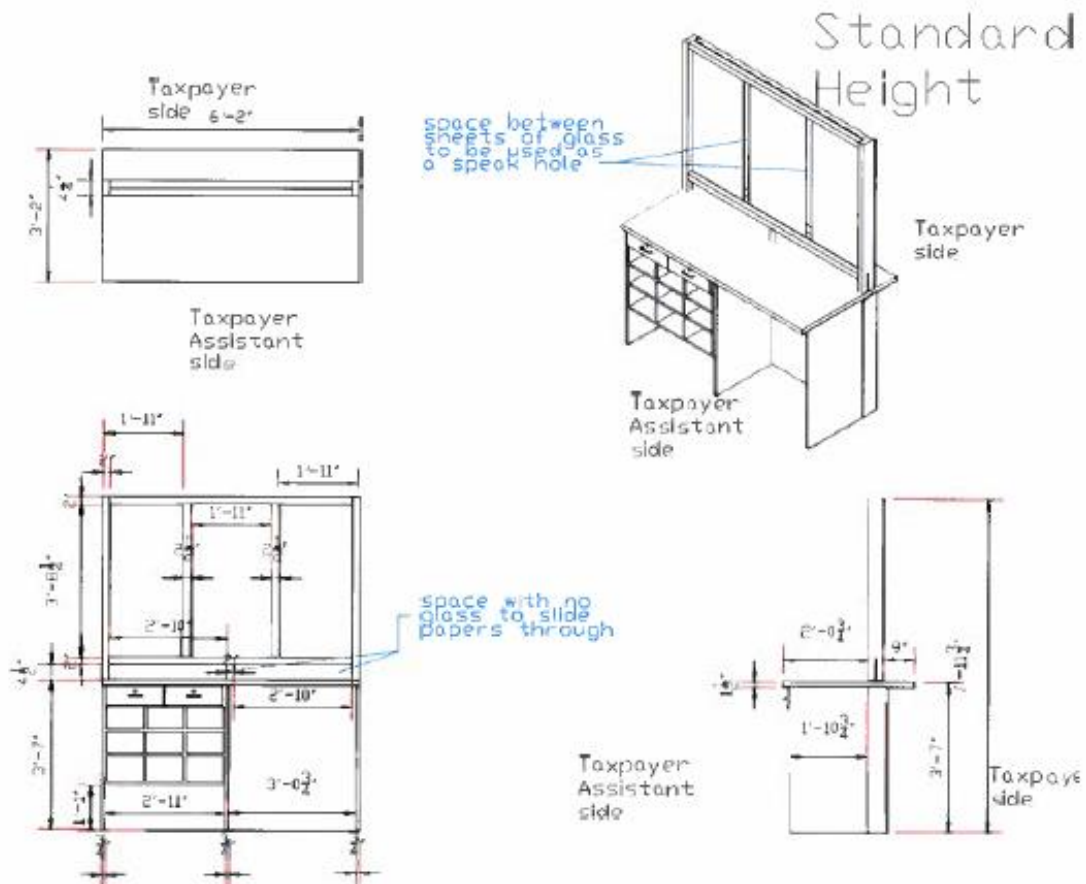
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SPECIAL SUPPORT	SF		QTY	TOTAL SF
Main Reception Area	2,000	x	1	2,000
Service counter	50	x	16	800
Waiting area	15	x	25	375
Interview rooms	150	x	3	450
Public use computer carrel	30	x	1	30
Public Restroom	64	x	1	64
Collabrative workspace	7,900	x	1	7,900
Mail room	1100	x	1	1,100
Computer operation room	2250	x	1	2,250
Loading dock	1,250	x	1	1,250
Canteen	1,200	x	1	1,200
Custodial closets	210	x	3	630
Electrical closets	250	x	11	2,750
Shred bins	9	x	20	180
Card board recycling bin	16	x	2	32
Employee restrooms	325	x	11	3,575
Employee shower room	40	x	2	80
Security Command Center	250	x	1	250

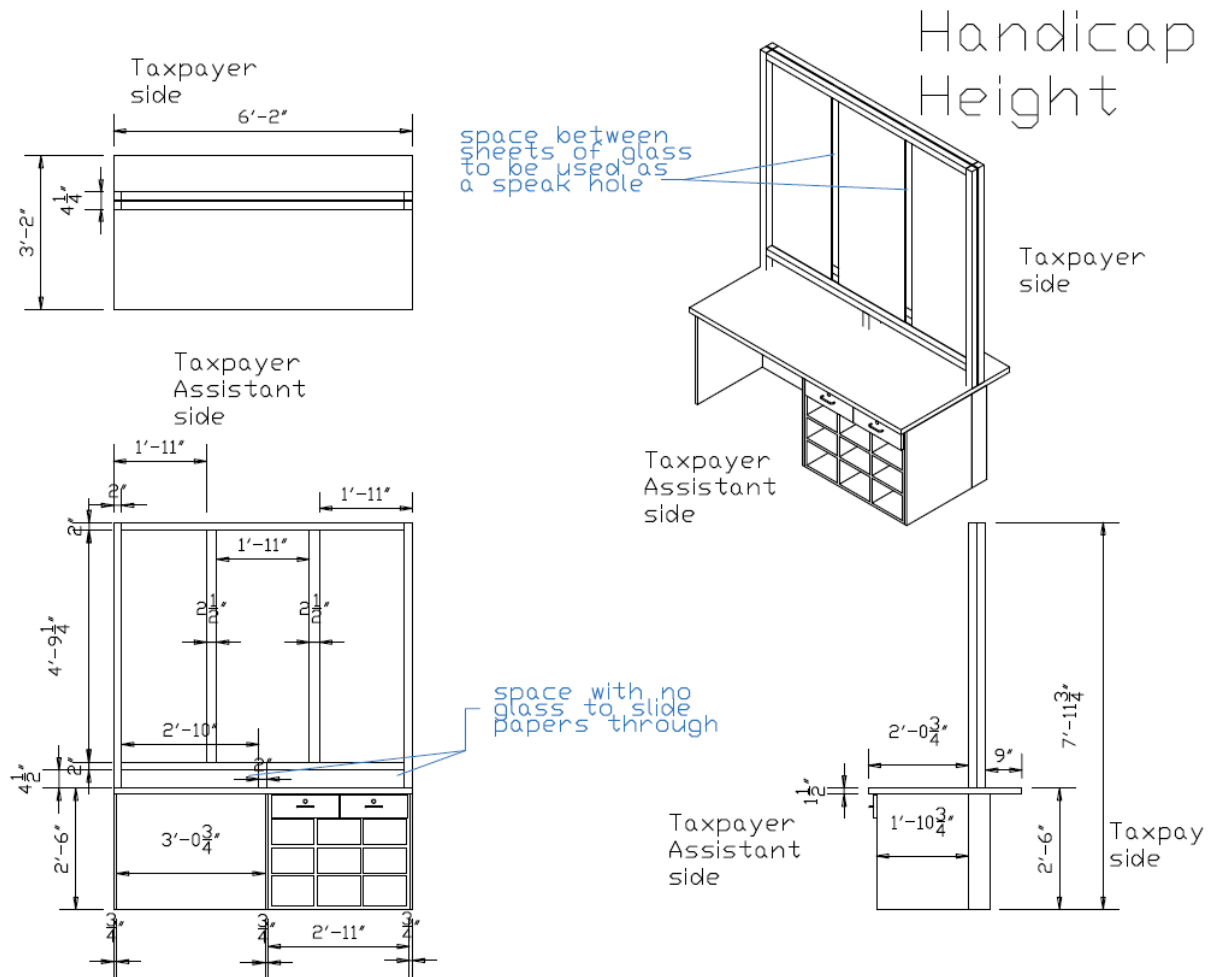


Exhibit B

Standard height:



Handicap height:



this cabinet is
the same for
both check in
counters

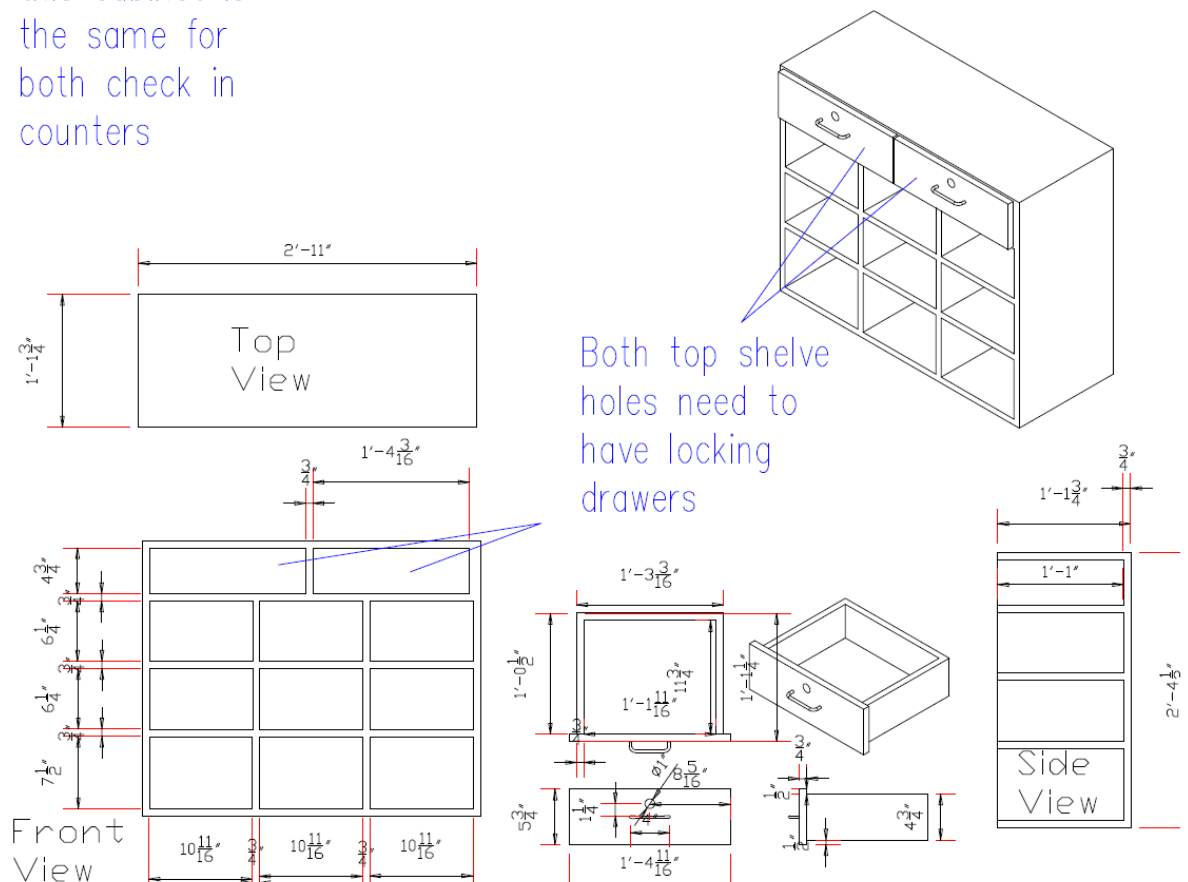
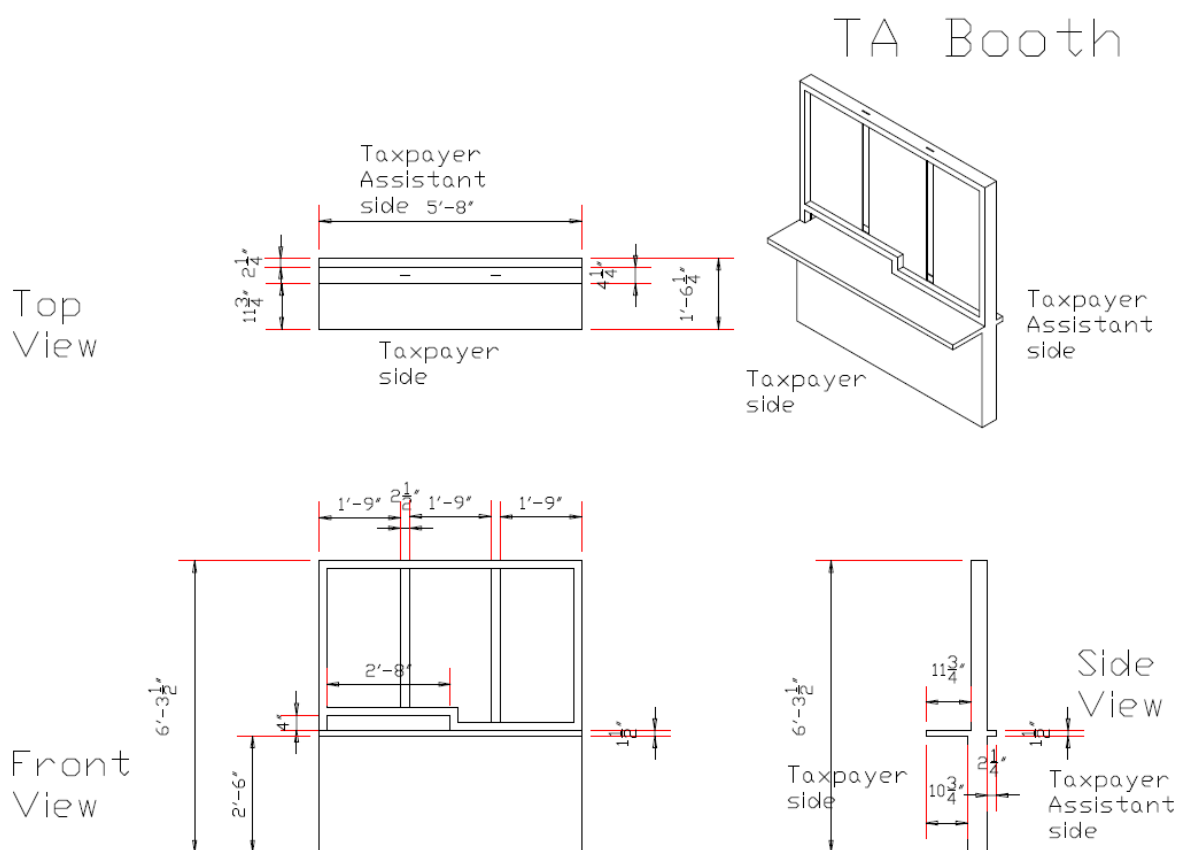


Exhibit "C"

Service Counters

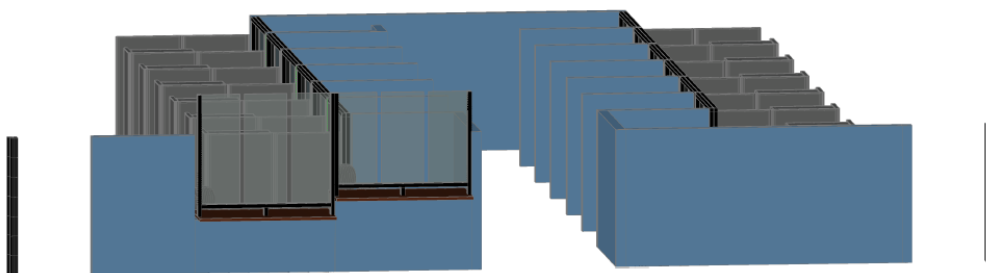
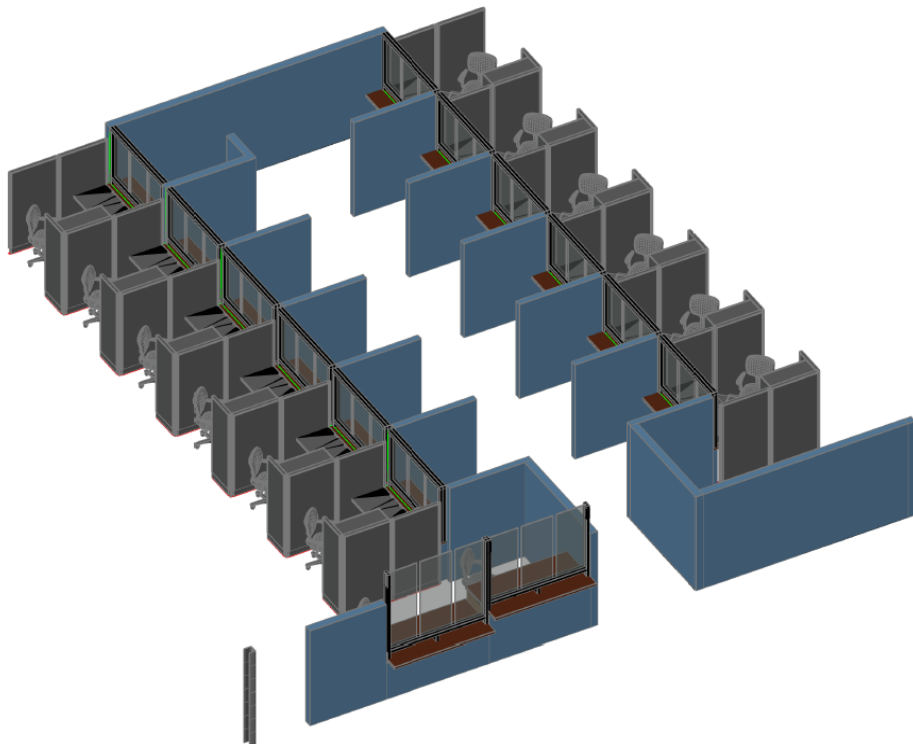
Taxpayer services area detailed specifications



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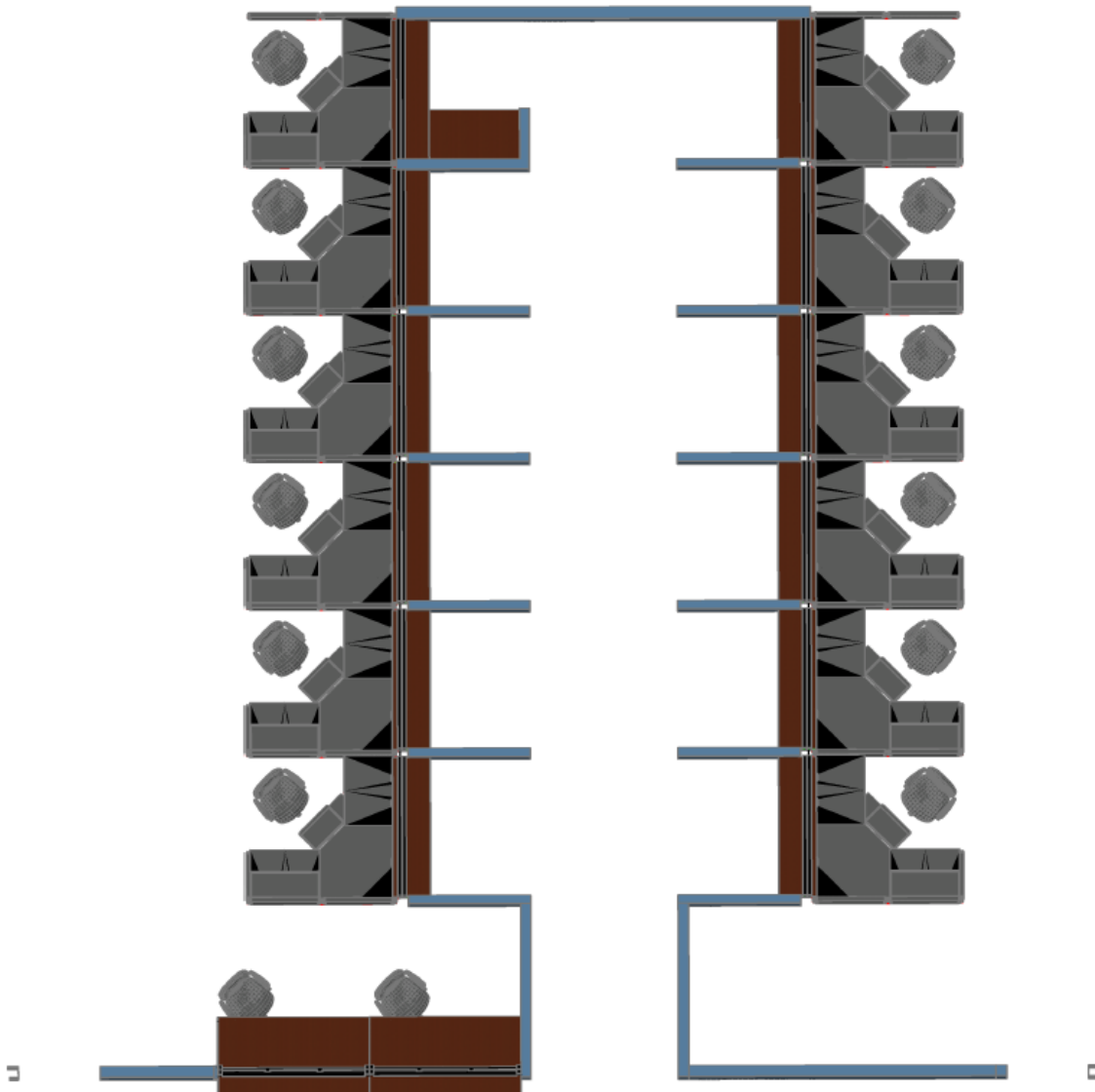
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- Blue represents hard walls to be built, and they must be floor to ceiling for security.
- The glass for the check in counter as well as the service counters must be tempered security glass.



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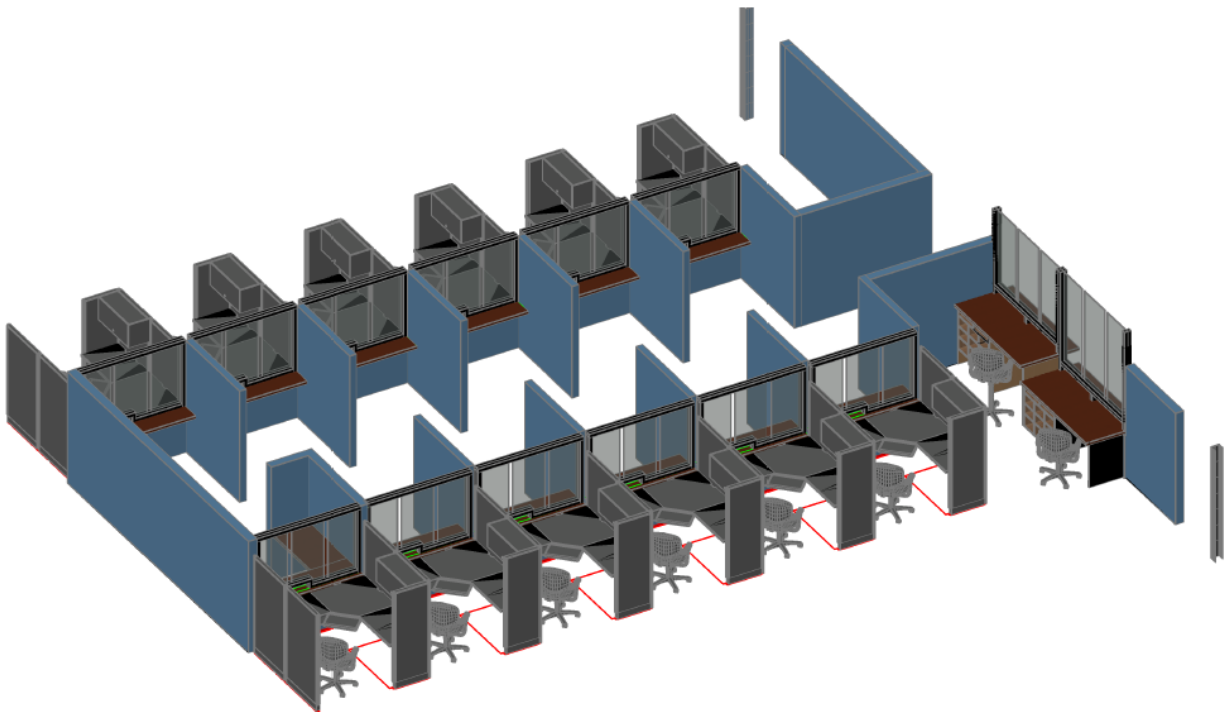
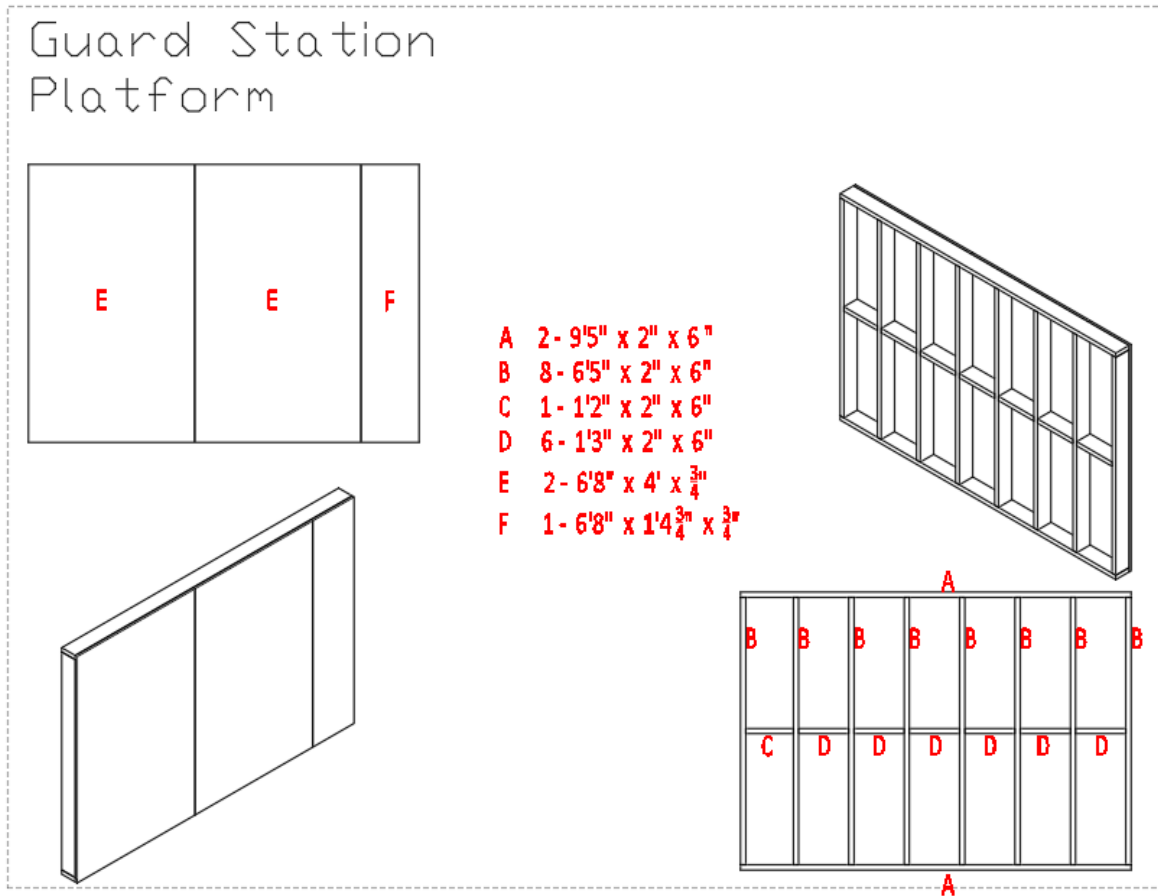


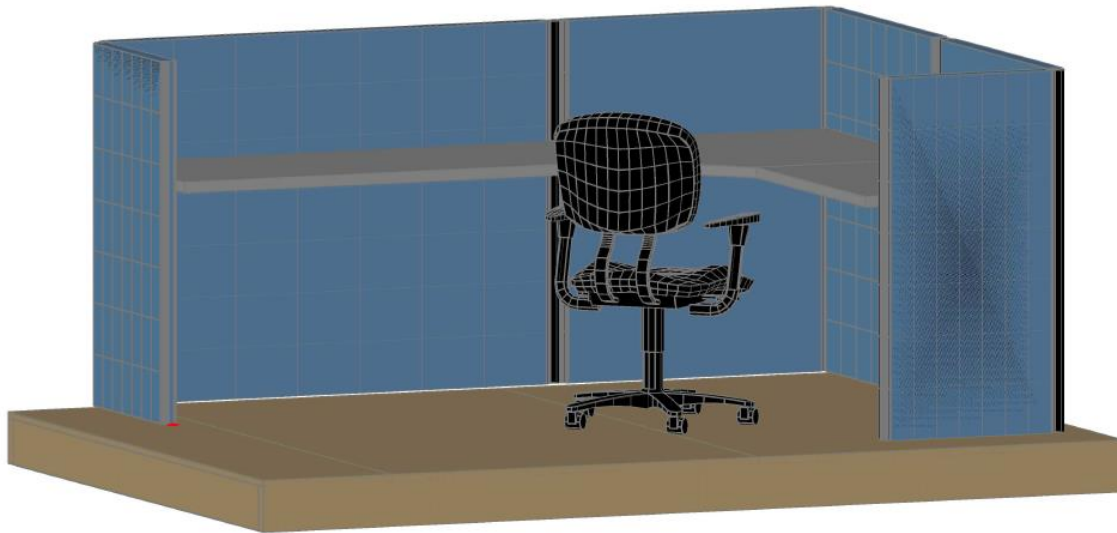
EXHIBIT "D"

Guard Station Platform



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Above is the platform with a guard desk on it. Platform needs to be secured to the floor and carpeted



LEASE SOLICITATION FORM

(This form is for property owners and leasing brokers who wish to lease real property to state agencies.)

RECEIPT AND ACKNOWLEDGEMENT OF LEASING STATUTES 1-11-55, 1-11-56, 1-11-65 AND REGULATION 19-447.1000

I have read the contents of S.C. Code of Laws §§ 1-11-55, 1-11-56 and 1-11-65, and Regulation §19-447.1000 in their entirety. I agree to comply with the foregoing statutes and regulations and agree that any lease arrangement entered into with a South Carolina state agency will be in accordance with such statutes and regulations.

Also, I understand that the Department of Administration, Real Property Services is the single central broker for leasing for state agencies, and all negotiations are to be conducted through this office. I further understand that direct contact or negotiation with an agency without the written permission of Real Property Services will be cause for my disqualification for participation in an agency's procurement process or solicitation. This prohibits obtaining information from an agency about its property needs or any other information about its specific property needs, including but not limited to physical data and lease terms and conditions. This restriction does not apply to dissemination of information which is public knowledge, such as a printed brochure or published rates.

I understand that leases (including rates and annual rent amounts), unless specifically exempted, are subject to and conditioned upon the approval of Real Property Services and shall be of no force or effect unless the consent of such office is obtained.

Dated this ____ day of _____, 20____.

WITNESS

Signature of Owner or Agent

Typed or Printed Name

EMAIL LIST

You will receive all solicitations by email only

Name of Company: _____

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Mobile: _____ Fax: _____

Email Address: _____

Please return completed form by mail, fax or email to: The South Carolina Department of Administration, Real Property Services, 1200 Senate Street, 6th Floor, Columbia, SC 29201,
E-mail: rps@admin.sc.gov; Fax: 803-737-0051

